

DEPARTMENT OF EDUCATION  
Office of School Administrative Services

*Original not found as of 2-15-02*

Office of School Administrative Services supervises allotments and payments education funds to local systems under MFPE law and some federal programs. Office of School Administrative Services administers standards for schools systems, Shared Services Projects, the school building, lunch and textbook programs, public library services, food distribution, the school transportation and surplus property programs.

21	<u>Description</u>	<u>Disposition</u>
1	SCHOOL LUNCH REIMBURSEMENT CLAIMS FILES Documents or related material which supports or relates to school lunch or special milk program. File is arranged chronologically by school system, by school.	Cut off files at end of each school year; then hold in current files area 1 year; then transfer to Local Holding Area, hold 3 years; then destroy. APPROVED: 05/25/72.
210	FEDERAL SURPLUS PROPERTY FILES - Documents relating to invoice, inventory and warehouse, issue of federal surplus property to eligible educational, health and civil defense agencies. File is arranged numerically.	Cut off files at end of each calendar year; then hold in current files area 1 year; then transfer to Local Holding Area, hold 2 years; then destroy. APPROVED: 07/26/72.
211	72-211 FOOD DISTRIBUTION FILES - Documents relating to planning, ordering and directing of shipments of food into Georgia in accordance with U. S. Dept. of Agriculture with respect to receipt, disposal and inventories of commodities. File is arranged alphabetically by commodities.	Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Local Holding Area, hold 2 years; then destroy. APPROVED: 07/26/72.